

**DRAFT DIRECTIVE TRANSMITTAL**  
**WORKFORCE SERVICES**

Number: WSDD-6

Date: January 11, 2008

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: WIA JTA SYSTEM CLIENT FORMS HANDBOOK

☒ **IMMEDIATE ACTION**

Bring this draft to the attention of the appropriate staff.

☒ **E-MAIL COPY TRANSMITTED**

Number of pages (including coversheet): 3 pages

If there are any problems with this transmittal, please call the Pagemaster at 916/654-8008.

**SUBJECT MATTER HIGHLIGHTS:**

Please review and comment on the attached draft directive.

This draft directive transmits the updated handbook providing instructions to case managers responsible for reporting client information and for users of the Job Training Automation system. It includes instructions for the "Enter WIA Youth Test Scores (EYTS)" form used to track the test scores for the Youth Literacy and Numeracy Gains performance measures.

Due to the large number of comments, this draft is being reissued and will supersede Directive WIAD04-17, dated March 24, 2005, and replaces Draft Directive WIADD-145 issued for comment on June 29, 2007. The revisions to this directive are viewed as **highlighted text**.

**COMMENTS ARE DUE BY:**

**2/22/08**

Comments can be submitted through one of the following ways:

- 1) **Fax** — WSD, Attention: **Socorro Davila-Garcia** at 916/654-9740
- 2) **E-Mail** — [sdavila@edd.ca.gov](mailto:sdavila@edd.ca.gov) (Include "draft comments" in the subject line)
- 3) **Mail** — WSD / P.O. Box 826880 / MIC 69 / Sacramento, CA 94280-0001

All comments received by the end of the comment period will be considered before the final directive is issued. However, we will not be able to individually respond to comments. **Comments received after the specified due date will not be considered.**

# DRAFT DIRECTIVE

## WORKFORCE SERVICES

Number:

Date:

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: WIA JTA SYSTEM CLIENT HANDBOOK

### EXECUTIVE SUMMARY:

#### Purpose:

This directive transmits the updated handbook providing instructions to case managers responsible for collecting information about our customers and for users of the Job Training (JTA) system.

#### Scope:

The requirements in this directive apply to Local Workforce Investment Areas and subrecipients responsible for entering client information into the JTA system.

#### Effective Date:

This directive is effective upon release.

### REFERENCES:

- Workforce Investment Act (WIA) Sections 136;185
- Department of Labor (DOL) Training and Employment Guidance Letter (TEGL) 17-05, common Measures Policy for the Employment and Training Administration's (ETA) Performance Accountability System and Related Performance Issues
- DOL TEGL 17-05 Change 1, (August 13, 2007)
- WIA Directive WIAD04-18, Title I Eligibility, (March 29, 2005)

### STATE-IMPOSED REQUIREMENTS:

This directive contains State-imposed requirements, which are printed in **bold, italic type**.

## **FILING INSTRUCTIONS:**

This directive supersedes WIA Directive WIAD04-17, issued on March 24, 2005, and replaces Draft Directive WIADD-145, issued for comment on June 29, 2007. The revisions to this directive are viewed as highlighted text. Retain this Directive until further notice.

## **BACKGROUND:**

The WIA requires specific client data to determine eligibility for services, to establish base line data for performance calculations, and to assure compliance with Equal Employment Opportunity requirements. The client forms Handbook provides detailed instructions for completing the required documents and entering them into the State's database for generation of federally mandated reports.

## **POLICY AND PROCEDURES:**

***All recipients of WIA funds will submit client data via the JTA system, complying with the specifications for each data field.***

## **ACTION:**

Bring this directive to the attention of all appropriate staff and subrecipients.

## **INQUIRIES:**

Please direct inquiries about the technical functioning of the JTA system to the Help Desk at (916) 653-0202. Questions regarding participant eligibility should be directed to your [Regional Advisor](#) at (916) 654-7799.

/S/ BILL BURKE  
Assistant Deputy Director  
Workforce Services Branch

/S/ BOB HERMSMEIER  
Chief  
Workforce Services Division

Attachment is available on the Internet:

[WIA JTA System Client Forms Handbook](#) (PDF) (525k)